

**TOWN OF FOREST HEIGHTS
FISCAL YEAR 2021
PUBLIC BUDGET HEARING
JUNE 11, 2020 @ 6:30PM**

AGENDA

1. Call to Order
2. Roll Call
3. Hearing of the Public (limited to agenda items)
4. Business Items
 - a) Approval of Agenda
 - b) Adoption of Emergency Ordinance 02-2020
5. Hearing of the Public (related to non-agenda items 2 minutes)
6. Motion to Adjourn



Town of Forest Heights

5508 ARAPAHOE DRIVE
FOREST HEIGHTS, MARYLAND 20745-1998
(301) 839-1030 Fax (301) 839-9236

Habeeb-Ullah Muhammad
Mayor

MEMORANDUM

To: The Mayor and Council

From: Leittia Vaughn
Treasurer

Date: June 10, 2020

Re: FY 2021 Mayor's Proposed Budget

Attached is the FY 2021 Budget Narrative and the Mayor's Proposed FY 2021 Budget.

Please note that the FY 2021 Budget Worksheet has been updated to include the expenditure for the new Public Works truck that was authorized by the Council and has been ordered but will not be delivered prior to the end of FY 2020.

The FY 2021 Budget Hearing is scheduled virtually for Thursday, June 11th at 6:30 P.M.

Cc: Linwood Robinson

Budget Narrative

Fiscal Year 2021

Town of Forest Heights

July 1, 2020 – June 30, 2021

NARRATIVE STATEMENTS

REVENUES

GENERAL REVENUES

LINE ITEM

4000 - TAXES

- 6000.00 **INCOME TAXES** - Town portion of income taxes collected by the State. The subject is income tax revenue, derived from annualized Cash Receipts received as of April 2019 and projected as of June 2020.
- 6001.00 **TOWN REAL ESTATE TAXES - NONCOMMERCIAL** - Funds reimbursed to the Town for residents' real estate taxes paid to the State/County based on the state assessed value of the Town Real Estate at the adopted FY 2020 Real Property Tax Rate.
- 6100.00 **TOWN REAL ESTATE TAXES – COMMERCIAL** - Funds reimbursed to the Town for commercial real estate taxes paid to the State/County based on the state assessed value of the Town Real Estate at the adopted FY 2020 Real Property Tax Rate.
- 6123.00 **TOWN REAL ESTATE TAXES – RENTED RESIDENTIAL** - Funds reimbursed to the Town for rented residential real estate taxes paid to the State/County based on the state assessed value of the Town Real Estate at the adopted FY 2020 Real Property Tax Rate.
- 6003.00 **UTILITY TAXES** - Funds paid by public utilities (PEPCO, Washington Gas, Level 3 Communications, Verizon, etc.) operating in the Town based on the property assessment of the utility company at the adopted FY 2020 rate per \$100 of assessed valuation.
- 6005.00 **TANGIBLE PERSONAL PROEPRTY TAXES (Business Taxes)** - Funds paid by businesses operating in the Town based on the personal property assessment of the business at the adopted FY 2020 rate per \$100 of assessed valuation.
- 6007.00 **INTEREST/PENALTY - REAL ESTATE TAXES** - Liens, late payments and penalties assessed against residents and businesses for late payment of real estate taxes.
- 6009.00 **TOWN TRASH SERVICES** – Flat fee assessed at FY 2020 rate per household. Funds paid to the Town by residents of Forest Heights for disposal of trash and bulk item pickup.

4010 – LICENSES AND PERMITS

- 6017.00 **RENTAL PERMITS** – Fee collected from owner of rental properties located within town limits on a bi-annual basis.
- 6027.00 **BUILDING PERMITS** - Fee collected for construction or modifications of buildings or structures within the town.
- 6076.00 **BUSINESS LICENSES** - Assessed on all commercial properties annually.
- 6117.00 **VACANCY PERMITS** - Fee assessed on vacant property annually.

- 6113.00 **UTILITY PERMITS** - Fees collected from Pepco and Washington Gas for the allowance of Utility work to be performed within the town.
- 6115.00 **UTILITY FEES** - Fees paid by utility company which are assessed by drop per residential address.

4020 – FEDERAL, STATE AND COUNTY SHARED REVENUE

- 6008.00 **GOCCP STATE POLICE GRANT** – Funds paid to the Town quarterly from Maryland State Police.
- 6023.00 **HIGHWAY USER REVENUE** (State Highway Administration) - Funds allocated to the Town based on vehicle count by the State for maintenance of streets and infrastructure.
- 6103.00 **M-NCPPC PROJECT OPEN SPACE GRANT** – Funds awarded for the development of parks and community projects within the Town.
- 6104.00 **MD –COMMUNITY PARKS AND PLAYGROUND GRANT** - Funds awarded for the development of parks and community projects within the Town.
- 6109.00 **MD STATE HIGHWAY ADMINISTRATION - SAFE ROUTES TO SCHOOL GRANT** – Funds awarded for construction of sidewalks on North Huron Drive.
- 6122.00 **MD DHCD CIRCUIT RIDER PROGRAM** – Funds awarded for the employment of a Circuit Rider Town Manager to assist in a designated capacity.
- 6124.00 **MD LOCAL IMPACT GRANT** – Funds awarded for local use by Maryland legislative law.
- 6125.00 **MD BOND BILL – SAFE ROUTES TO SCHOOL** – Funds awarded for construction of sidewalks on North Huron Drive

REVENUE FOR TOWN SERVICES

4030 – SPECIAL TRASH PICK-UP

- 6010.00 **DISPOSAL OF TIRES** – Fees collected from Town residents for disposal of tires picked up by the Public Works Department.
- 6022.00 **REBATE WASTE DISPOSAL** – Recycle refund from Prince George’s County.
- 6024.00 **DISPOSAL OF METAL ITEMS** – Fees collected from Town residents for disposal of metal items picked up by the Public Works Department.

4040 - PUBLIC SERVICES CABLE TV

- 6073.00 **COMCAST FRANCHISE FEE** - Fees paid to the Town from Comcast.
- 6074.00 **VERIZON FRANCHISE FEE** – Fees paid to the Town from Verizon.
- 6075.00 **VERIZON (PUBLIC EDUCATION GRANT) PEG** - Fees paid to the Town from Verizon for educational purposes.

4050 – FINES AND FORFEITURES

- 6015.00 **PARKING FINES, VEHICLE RELEASE & ACCIDENT RELEASE** - Revenue collected by the Town for parking violations, the release of impounded vehicle and the issuance of accident reports.
- 6037.00 **SPEED CAMERA FUND** – Revenue received from the Speed Camera Program.
- 6094.00 **SPEED CAMERA FUND - COLLECTIONS** – Speed Camera Program revenue received as a result of the collection agency efforts.
- 6077.00 **CIVIL CITATIONS** – Revenue collected from fines levied due to municipal code violations: grass, trash/yard waste, licenses/permits, property, other.

4060 – INTEREST INCOME REVENUE

- 6018.00 **INVESTMENT INTEREST INCOME** - Interest earned on CD's and savings accounts.

4070 – RENTAL INCOME REVENUE

- 6019.00 **MUNICIPAL BUILDING RENTAL** - Fees collected for the rental of the Community Room.

4080 – OTHER REVENUE

- 6021.00 **MISCELLANEOUS** – Funds received from sources that are not allocated to a specified budget line item.
- 6038.00 **DONATIONS (RESTRICTED)** – Donations received designated by the donor for a specific use
- 6038.10 **DONATIONS (UNRESTRICTED)** – Donations received that are not designated for a specific use.
- 6040.00 **NEWSLETTER ADVERTISING** – Funds received for the placement of ads in the Newsletter.
- 6105.00 **UTILITY LINE SERVICE PROGRAM REBATE** – Rebate from UPS for residents serviced.
- 6070.00 **SOLAR ENERGY** - Funds received from the sale of solar panel generated energy.
- 6114.00 **BID DOCUMENTS** - Funds received for the reproduction of bid documents.
- 6116.00 **SENIOR PROGRAMS** – Fees paid by non-residents to participate in senior activities sponsored by the Town such as the Luncheon.
- 6120.00 **SENIOR EXERCISE PROGRAM** – Fees paid by non-residents to participate in the Senior Exercise Program.

4090 – SALE OF LAND AND EQUIPMENT

- 6028.00 **SALE OF FIXED ASSETS** – Funds received from the sale of Town Assets and proceeds from settlement claims on damaged assets.
- 6090.00 **CONTRIBUTED ASSETS & EQUIPMENT** – The value of Town donated equipment and streets/infrastructure replaced by Utility companies.
- 6086.00 **LOSS ON SCRAPPED ASSETS** – Loss on disposed assets.

5010 – OTHER FINANCING

6111.00 **LOAN FOR STREET IMPROVEMENTS** – Funds borrowed for roadway improvements.

5000 – TRANSFER

6099.00 **TRANSFERS FROM FUND BALANCE** (R) - Funds transferred from the Unassigned Fund Balance.

6085.00 **UNASSIGNED FUND BALANCE** – Undesignated prior surplus funds.

ELECTED OFFICIALS

EXPENDITURES

9000 – TOWN ELECTED OFFICIALS

9001 - Town Council

- 7000.00 **SALARIES** – This line item represents funds allocated for the stipends for Town Council members paid monthly.
- 7001.00 **SERVICE EXPENSES** - This line item represents funds allocated for the conducting of Town Council duties and for special constituent projects.
- 7370.00 **COMMUNICATION EXPENSES** - This line item represents funds allocated for equipment, cell phones and IT service.
- 7002.00 **DUES, MEETINGS/CONVENTIONS** - This line item represents funds allocated for the Council members for payment of dues and/or to attend conferences and meetings, plus per diem, travel, mileage reimbursement, and lodging related to conferences in excess of 50 miles. (approximately \$1,770 each Council member)
- 7228.00 **FICA** – This line item represents funds allocated to cover the cost of the Council's Social Security taxes.
- 7229.00 **WORKERS COMP** – Funds allocated for the payment of insurance to cover the Council in case of on-the- job injuries.

9002 - Mayor

- 7004.00 **SALARY**- Line item represents funds allocated for the stipend paid to the Mayor paid monthly.
- 7006.00 **SERVICE EXPENSE (MAYOR)** – This line represents funds allocated for the reimbursement of expense incurred in conducting of Town duties and special constituent projects.
- 7371.00 **COMMUNICATION EXPENSES** - This line item represents funds allocated for equipment, cell phones and IT service.
- 7007.00 **DUES, MEETINGS/CONVENTIONS** – This line item represents funds allocated for the Mayor for payment of dues and/or to attend conferences and meeting, plus per diem, travel, mileage reimbursement, and lodging related to conferences in excess of 50 miles.
- 7005.00 **EMPLOYEE APPRECIATION** - This line item represents funds allocated for the appreciation of Town employees.
- 7197.00 **EVENT/MEETING HOSPITALITY**-This line item represents funds allocated for the expenses incurred in the conducting of Town duties, and for the Mayor to host meetings and community events.
- 7230.00 **FICA – MAYOR** – This line item represents funds allocated to cover the cost of the Mayor's Social Security taxes.
- 7231.00 **WORKERS COMP – MAYOR** - Funds allocated for the payment of insurance to cover the Mayor in case of on-the- job injuries.
- 7008.00 **ELECTION EXPENSE** - This line item represents funds allocated for carrying out Town elections, such as stipends for election board members, voting machines, postage for mailings and PG County Board of Elections staff support.

ADMINISTRATION

9005 – ADMINISTRATION EXPENSES

ADMINISTRATIVE SALARIES

These line items represent funds allocated for the salaries of the following members of the Administrative Department:

7009.00	Town Clerk
7013.00	Town Administrator
7016.00	Town Treasurer
7267.00	Administrative Assistant
7268.00	Overtime – Administrative Assistant

9006 - Town Clerk

7011.00	<u>TRAINING</u> - This line item represents funds allocated to allow the Town Clerk to attend Certified Municipal Clerk training or similar professional development programs.
7012.00	<u>SERVICE EXPENSES</u> - This line item represents funds allocated for the reimbursement of expenses incurred in the conduct of Town duties.
7014.00	<u>DUES, MEETINGS/CONVENTIONS</u> - This line item represents funds allocated for the Town Clerk for dues and to attend conferences and other meetings, plus per diem, travel, mileage reimbursement when personal vehicle is used, and lodging related to conferences in excess of 50 miles.
7003.00	<u>CODIFICATION OF CHARTER/TOWN ORDINANCE</u> - This line item represents funds for the upkeep of the Charter and Code.

9007 - Town Administrator

7225.00	<u>SERVICE EXPENSES</u> - This line item represents funds allocated for the reimbursement of expenses incurred in the conduct of Town duties.
7226.00	<u>DUES, MEETINGS/CONVENTIONS</u> - This line item represents funds allocated for the Town Administrator for employee meeting, dues and to attend conferences and other meetings, plus per diem, travel, mileage reimbursement when personal vehicle is used, and lodging related to conferences in excess of 50 miles.

9008 – Finance

7018.00	<u>SERVICE EXPENSES</u> - This line item represents funds allocated to the Treasurer for the reimbursement of expenses incurred in the conduct of Town duties.
7019.00	<u>INSURANCE FIDELITY</u> - This line item represents funds allocated for the premium for bonding of the Town Treasurer.
7020.00	<u>TRAINING</u> - This line item represents funds allocated to allow the Treasurer to obtain financial training or attend professional development programs.
7021.00	<u>DUES, MEETINGS/CONVENTIONS</u> - This line item represents funds allocated for the Treasurer for dues and to attend conferences and other meetings, plus per diem, travel, mileage reimbursement when personal vehicle is used, and lodging related to conferences in excess of 50 miles.
7022.00	<u>DATA AUTO SYSTEM UPKEEP –TREASURER</u> - This line item represents funds allocated for the purchase of software and services for the Treasurer's office to comply with GASB.

7023.00 **AUDIT- FINANCE** – This line item represents funds allocated for the cost of the Town’s annual financial audit.

9009 – ADMINISTRATION

7127.00 **FICA** - This line item represents funds allocated to cover the cost of Administration employees’ Social Security taxes.

7128.00 **HEALTH INSURANCE** - This line item represents funds allocated to cover the cost of medical coverage for fulltime Administration employees.

7129.00 **RETIREMENT** - This line item represents funds allocated for the retirement plan contribution for fulltime Administration employees.

7130.00 **WORKER’S COMP INSURANCE** - Funds allocated for the payment of insurance to cover administration employees in case of on-the- job injuries.

7131.00 **LIFE/DISABILITY INSURANCE** – This line item represents funds for the payment of life/disability insurance for fulltime Administration employees.

7132.00 **VEHICLE REPAIR** – This line item represents funds for Admin vehicle repair.

7133.00 **FUEL** – This line item represents funds allocated for fuel.

7224.00 **TRAINING – ADMINISTRATIVE ASSISTANT** -This line item represents funds allocated to allow the Admin Assistant to attend training or similar professional development programs and support for MML Conference.

9010 – NON-DEPARTMENTAL EXPENSES

7025.00 **LEGAL SERVICES** - This line item represents funds for the payment of legal services.

7227.00 **NEWSLETTER EXPENSE** - This line item represents funds allocated for the postage cost of the newsletter which is mailed to each resident in Forest Heights.

7029.00 **GENERAL LIABILITY INSURANCE** – This line item represents funds for the payment of all liability insurance except the Treasurer’s bond.

7233.00 **SALARY – WEBMASTER** – This line represents funds allocated for the update and maintenance of the Town website.

7035.00 **PUBLICATIONS/SUBSCRIPTIONS** - This line item represents funds allocated for newspapers, magazines, periodicals, and books purchased for the Town for elected officials and staff use.

7036.00 **LEGAL NOTICES** - This line item represents funds allocated for newspaper announcements of Town contract opportunities and other formal notices.

7038.00 **COPIER – ADMINISTRATION** - This line item represents funds allocated for the copier lease, printing cost and supplies.

7039.00 **POSTAGE – ADMINISTRATION** - This line item represents funds allocated for the cost of postage for the administrative offices.

7040.00 **WEB PAGE SERVICE** - This line item represents funds allocated for the annual cost for CivicPlus to host internet access, development and maintenance of the Town web site and additional software applications.

7041.00 **OFFICE SUPPLIES – ADMINISTRATION** - This line item represents funds allocated for the purchase of office equipment, supplies, software, stationary, kitchen supplies and the employee vending machine.

7042.00 **SERVICE/CONTRACTS** - This line item represents funds allocated for an IT needs assessment, contracts for rentals, warranties, and maintenance and repair services.

- 7044.00 **UTILITIES – MUNICIPAL BUILDING** - This line item represents funds allocated for gas, water and electric services for the Municipal Building.
- 7045.00 **TELEPHONE – ADMINISTRATION** - This line item represents funds allocated for telephone/email usage and support in the Municipal Building.
- 7047.00 **ADP PAYROLL SERVICE EXPENSE** - This line item represents funds allocated for payroll processing.
- 7048.00 **ASSOCIATION DUES** - This line item represents funds allocated for association dues/memberships.
- 7050.00 **BANK SERVICE CHARGES** - This line item represents funds allocated for credit card processing fees.
- 7193.00 **CELLULAR PHONES** - This line item represents funds allocated for Administration Department cell phone and ipad purchase and usage.
- 7198.00 **OFFICE EQUIPMENT – Capital Exp-** This line item represents funds allocated for purchase of Administration Department office equipment and furniture to be capitalized.
- 7353.00 **I-NET EXPENSE/DUES** - This line item represents funds allocated for the participation in the county I-Net Program.
- 7264.00 **SPECIAL CONTRACT SERVICES** - This line item represents funds for the payment of Lobbyist services, contracted professional services and Circuit Rider Program related expenses.
- 7265.00 **MARKETING** – This line item represents funds for the development of promotional/communication materials for the Town, the MML Booth sponsorship and Social Media support.
- 7257.00 **COMMUNITY EVENTS** – This line item represents funds allocated for expenses associated with the Shred Events and Spring/Fall Clean-ups.

PUBLIC SAFETY DEPARTMENT

9015 –PUBLIC SAFETY

PUBLIC SAFETY SALARIES

These line items represent funds allocated for the salaries of the following Police Department members:

7200.00	Police Chief
7055.00	Police Clerk
7054.00	Police Officer
7060.00	Police Officer
7262.00	Police Officer
7269.00	Police Officer
7057.00	Police Officer
7061.00	Police Officer
7062.00	Police Officer
7270.00	Police Officer
7056.00	Code Enforcement Officer (CEO)
7220.00	Code Enforcement Officer – Part-time
7065.00	Police Overtime
7165.00	Code Enforcement Overtime

7167.00	<u>WORKERS COMPENSATION</u> - Funds allocated for the payment of insurance to cover Public Safety employees in case of on-the- job injuries.
7168.00	<u>HEALTH INSURANCE</u> - This line item represents funds allocated to cover the cost of medical coverage for fulltime Public Safety employees.
7169.00	<u>LIFE/DISABILITY INSURANCE</u> - This line item represents funds for the payment of life/disability insurance for fulltime Public Safety employees.
7170.00	<u>RETIREMENT</u> - This line item represents funds allocated for the retirement plan contribution for fulltime Public Safety employees.
7171.00	<u>FICA</u> - This line item represents funds allocated to cover the cost of Police Department employees' Social Security taxes.
7066.00	<u>UNIFORMS</u> - This line item represents funds allocated for the purchase of Police uniforms and a semi-annual cleaning allowance, and the purchase of Code Enforcement uniforms.
7068.00	<u>GASOLINE EXPENSE</u> - This line item represents funds allocated to cover gas for Police Department vehicles purchased through the County Gasboy system.
7069.00	<u>VEHICLE/EQUIPMENT REPAIR</u> - This line item represents funds allocated for all major auto maintenance and repairs, tag registrations and renewals, tire repairs and for all repairs not covered under warranty including the purchase of tires.
7070.00	<u>OFFICE SUPPLIES</u> - This line item represents funds allocated for the purchase of office equipment, supplies, software, stationary, postage and miscellaneous equipment.
7372.00	<u>SUPPLIES - CEO</u> - This line item represents funds allocated for the purchase of uniforms, equipment, Gov Q&A software, postage and miscellaneous supplies.
7073.00	<u>COMMUNICATION EQUIPMENT (Wireless)</u> - This line item represents funds allocated for cell phone purchase/ usage, GPS and vehicle diagnostic unit.

- 7074.00 **LAW ENFORCEMENT EQUIPMENT – CAPITAL EXP** - This line item represents funds allocated for the purchase of Police Department equipment, ie body armor, tasers, ballistic shields/plates, body cameras, other, which qualify as capital expenditures.
- 7373.00 **LAW ENFORCEMENT SUPPLIES** - This line item represents funds allocated for the purchase of Police Department supplies and equipment which do not qualify as capital expenditures.
- 7075.00 **TRAINING/DUES/MEETINGS/CONVENTIONS - PD-** This line item represents funds allocated for all Maryland Police and Correctional Training Commission mandatory in-service training and Annual Firearms Training, association dues, conference expenses, and meetings to include per diem, travel, mileage reimbursement when personal vehicle is used, and lodging related to conferences in excess of 50 miles.
- 7374.00 **TRAINING/DUES/MEETINGS/CONVENTIONS - CEO** This line item represents funds allocated for training, association dues, conference expenses, and meetings to include per diem, travel, mileage reimbursement when personal vehicle is used, and lodging related to conferences in excess of 50 miles.
- 7076.00 **MISCELLANEOUS SUPPLIES-** This line item represents funds allocated for photo equipment for police evidence, repairs to equipment, and film for equipment, traffic cones, first aid supplies, and fire extinguishers. Also includes miscellaneous expenses such as update of the Police Department General Code and employee staff meetings.
- 7077.00 **MOBILE DATA COMPUTERS** - This line item represents funds allocated for the annual CapWin software installation cost and the wireless connection cards for the Police Department in-car computers.
- 7175.00 **SURVEILLANCE CAMERAS** - This line item represents funds allocated for the purchase, installation, electrical maintenance and licenses of the surveillance cameras.
- 7084.00 **TELEPHONE** - This line item represents funds allocated for telephone/email usage and support in the Municipal Building.
- 7375.00 **DEBT SERVICE – POLICE EQUIPMENT** – This line item represents funds allocated to the repayment of debt on equipment purchased.
- 7201.00 **DEBT SERVICE – NEW POLICE VEHICLE** – This line item represents funds allocated to the repayment of debt on new vehicle purchases.
- 7176.00 **ATTORNEY FEE** - This line item represents funds allocated for legal services provided concerning police and code related issues.
- 7203.00 **COMMUNICATION EQUIPMENT** This line item represents funds allocated for maintenance of police radios and for CAD's/MDT which are in-car computers used for criminal and vehicle tag checks.
- 7204.00 **WEAPONS (FIREARMS & AMMUNITION)** - This line item represents funds allocated for the purchase of ammunition and weapons.
- 7205.00 **RECRUITMENT EXPENSE – POLICE** - This line item represents funds allocated for psychological and polygraph testing for police officer candidates.
- 7206.00 **SUBSTANCE AND PHYSICAL TESTING** - This line item represents funds allocated for physical evaluations and substance testing of Police/Code Enforcement officers and candidates.
- 7376.00 **CANINE EXPENSE** – This line item represents funds allocated to fund the canine program including purchase of the dog, vet fees, and equipment.

7207.00 **NEIGHBORHOOD WATCH PROGRAM** - This line item represents funds allocated for the sponsoring of National Night Out, neighborhood watch programs and public relations outreach thru social media, photos, flyers and videos.

PUBLIC WORKS

9020 PUBLIC WORKS DEPARTMENT

PUBLIC WORKS SALARIES

These line items represent funds allocated for the salaries of the following members of the Public Works Department:

7235.00	Director
7086.00	Custodian
7085.00	Crewman
7088.00	Crewman
7090.00	Overtime
7087.00	Part-time Crewman
7098.00	<u>UNIFORM</u> - This line item represents funds allocated for the purchase of uniforms.
7101.00	<u>COMMUNICATION EQUIPMENT</u> - This line item represents funds allocated for Public Works Department cell phone purchase/usage, and GPS and vehicle diagnostic unit.
7102.00	<u>HEALTH INSURANCE</u> - This line item represents funds allocated to cover the cost of medical coverage for fulltime Public Works employees.
7103.00	<u>FICA</u> - This line item represents funds allocated to cover the cost of Public Works employees' Social Security taxes.
7282.00	<u>UNEMPLOYMENT COMPENSATION</u> - This line item represents funds for the payment of unemployment to former Public Works employees.
7104.00	<u>RETIREMENT</u> - This line item represents funds allocated for the retirement plan contribution for fulltime Public Works employees.
7105.00	<u>WORKERS COMPENSATION</u> - Funds allocated for the payment of insurance to cover Public Works employees in case of on-the- job injuries.
7106.00	<u>LIFE/DISABILITY INSURANCE</u> - This line item represents funds for the payment of life/disability insurance for fulltime Public Works employees.
7260.00	<u>SUBSTANCE AND PHYSICAL TESTING</u> - This line item represents funds allocated for physical evaluations and substance testing of public works employees and candidates.
7242.00	<u>TRAINING, DUES, MEETINGS, CONVENTIONS</u> - This line item represents funds allocated for skills improvement, association dues, conferences and meeting for Public Works employees plus per diem, travel, mileage reimbursement when personal vehicle is used, and lodging related to conferences in excess of 50 miles.
7160.00	<u>SUPPLIES AND MISCELLANEOUS EXPENSE</u> - This line item represents funds for office supplies, the purchase of office furniture/equipment and repairs, software and employee staff meetings.

9022 – PUBLIC WORKS BUILDING MAINTENANCE

7093.00	<u>SUPPLIES/MISCELLANEOUS</u> - This line item represents funds allocated to cover the cost of general supplies.
7096.00	<u>JANITORIAL SUPPLIES</u> - This line item represents funds allocated for janitorial and cleaning supplies.

- 7097.00 **SMALL EQUIPMENT/ PW BUILDING MAINTENANCE/REPLACEMENT** - This line item represents funds allocated for the purchase of equipment and parts to maintain the servicing of the Town and buildings.
- 7095.00 **EXTERMINATION** – This line item represents funds allocated for extermination services for the Municipal Building, Modoc Building, Grounds and the Mosquito Control Program.

9023 – PUBLIC WORKS FLEET MAINTANCE

- 7092.00 **VEHICLE MAINTENANCE** - This line item represents funds allocated to reflect maintenance and routine/minor repair of Public Works vehicles, GPS and diagnostic unit, as well as unanticipated repairs of a substantial nature.
- 7094.00 **GASOLINE EXPENSE** - This line item represents funds allocated for the gas usage by Public Works vehicles, and Gas boy charges for use of County supplies.
- 7320.00 **LARGE EQUIPMENT – CAPITAL EXPENSE** - This line item represents funds allocated to purchase mobile equipment which can be capitalized.

9024 – PUBLIC WORKS - PUBLIC AREA MAINTENANCE

- 7089.00 **SMALL SUPPLIES/EQUIPMENT** - This line item represents funds for water, equipment and supplies for the upkeep of rain gardens, green roof, parks, public areas, purchase of mulch and maintenance costs of specialized equipment other than automobiles and trucks, such as lawnmowers, equipment trailers, weed-eaters, and blowers.
- 7263.00 **PUBLIC AREA MAINTENANCE** – This line represents funds allocated for the maintenance of Town trees and grass areas by a contractor.

9025 – PUBLIC WORKS – STREET MAINTENANCE

- 7099.00 **STREET SIGNS AND PAINT** - This line item represents funds allocated to replace street signs and the purchase of paint to refresh crosswalks, speed humps and designated curbs.
- 7377.00 **LARGE EQUIPMENT – CAPITAL EXPENSE** - This line item represents funds allocated to purchase street maintenance equipment which can be capitalized.
- 7243.00 **STREET MAINTENANCE** - This line item represents funds allocated for the minor repair of streets, curbs, Peed humps and patching..
- 8008.00 **SNOW REMOVAL/TREE REMOVAL** - This line item represents funds allocated for the expense of a contractor to perform snow removal and the cost to provide lodging/meals for Town personnel deemed essential during emergency events. In addition, funds are allocated to provide contracted tree removal services when trees are diagnosed as dead, badly diseased, obstructing traffic, or endangering neighboring residents.

SPEED CAMERA

Forest Heights Speed Monitoring Program

9055 – SPEED CAMERA EXPENSES – These line items represent funds allocated for cost directly associated with the implementation, oversight and monitoring of Program Revenue and Expense as allowable by Maryland State Law:

7300.00	ADMINISTRATIVE FEE – SPEED CAMERA CONTRACTORS
7301.00	SALARY – OMBUDSMAN
7378.00	SALARY – AUTOMATED ENFORCEMENT OFFICERS (4)
7304.00	BENEFITS - AUTOMATED ENFORCEMENT OFFICERS (4)
7302.00	OVERTIME - AUTOMATED ENFORCEMENT OFFICERS (4)
7302.00	FICA
7399.00	RETIREMENT
7398.00	WORKER’S COMPENSAION
7304.00	BENEFITS
7216.00	ATTORNEY FEES
7210.00	COMPUTERS/COMMUNICATION EQUIPMENT
7217.00	STREET SIGNS/CROSSWALK PAINTING
7214.00	OTHER

9060 – REVENUE DUE TO STATE – This line item represents funds allocated for payment of revenue due to the State of Maryland in accordance with the Maryland Speed Camera Program.

7311.00	STATE REVENUE
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9065 – ALLOWED EXPENDITURES – These line items represent funds allocated for expenses which are allowed to be included with Speed Camera Expenses:

7310.00	TRAVEL AND MEETING – Associated with Speed Camera Program
7309.00	PROGRAMS FOR SAFETY
7307.00	COPYING AND PRINTING
7308.00	OFFICE SUPPLIES/EQUIPMENT
7212.00	SURVEILLANCE CAMERAS
7208.00	IT/SOFTWARE

OTHER
MUNICIPAL EXPENSES
AND
RESTRICTED FUNDING

9075 - STREET HIGHWAY ADMIN EXPENSES

8000.00 **STREET REPAIR PROJECT** - This line item represents funds allocated for major replacement and repair of streets and curbs.

9030 – TRASH SERVICES

8001.00 **GOODE TRASH CONTRACT** - This line item represents funds allocated for trash and bulk collection service for residents and municipal buildings.

8002.00 **REFUSE DISPOSAL FEES** - This line item represents funds allocated to pay for the disposal of tires and the environmental impact fee assessed for trash disposal.

8102.00 **MUNICIPAL DUMPSTER** - This line item represents funds allocated for dumpsters and the subsidy of the community cleaning events.

9040 – CAPITAL IMPROVEMENTS

8012.00 **SUSTAINABLE DESIGN SERVICE – CONSULTING ENGINEER** - This line item represents funds allocated for professional engineering services and special project management.

8018.00 **NORTH HURON STREET RECONSTRUCTION PROJECT** - This line item represents funds allocated for the construction of the SHA Safe Route to School Project.

8016.00 **STORM DRAIN REPAIR/RECONSTRUCTION** - This line item represents funds allocated for repair/construction of storm drains.

8042.00 **DEBT SERVICE – STREET IMPROVEMENTS** - This line item represents funds allocated to the repayment of debt on the loan for street improvements.

9045 – MUNICIPAL BUILDING EXPENSE

7194.00 **NETWORK SYSTEM /PHONES** - This line item represents funds allocated for support, maintenance and upgrade of the network system and phone service.

7256.00 **COMMUNITY ROOM RENTAL SERVICES** – This line item represents funds allocated for services provided for the Community Room rentals i.e. open/close of building and police security.

7196.00 **FURNITURE – CAPITAL EXPENSE** - This line item represents funds allocated for furniture at the municipal building.

7223.00 **MUNICIPAL BUILDING REPAIR AND MAINTENANCE** - This line item represents funds allocated for repair and maintenance of the municipal building and surrounding areas to include parking lots, retaining wall and garages.

8038.00 **MODOC BUILDING** - This line item represents funds allocated for renovation, maintenance and operational expenses of the Police/Public Works Building.

9035 – STREET LIGHTING EXPENSE

8006.00 **STREET LIGHTING** - This line item represents funds allocated for the electric cost of town streetlights.

9050 – SPECIAL PROGRAMS EXPENSE

- 8028.00 **PLUS 60 SENIOR PROGRAM** - This line item represents funds allocated for senior activities and events.
- 8044.00 **SENIORS EXERCISE PROGRAM** - This line item represents funds allocated for the salary-related cost of the Seniors Exercise Instructor, equipment and expenses for participant activities.
- 8030.00 **YOUTH PROGRAM** - This line item represents funds allocated for youth activities and events.
- 8032.00 **ECONOMIC DEVELOPMENT BUSINESS** - This line item represents funds allocated for the economic/business development of the Town.
- 7350.00 **HEALTHY HEIGHTS PROGRAM** - This line item represents funds allocated for the salary-related cost of the Healthy Heights Program Manager and expenses for program activities.
- 8033.00 **FOREST HEIGHTS – OXON HILL CDC –** This line item represents funds to be contributed to toward the cooperative partnership between the Town and the CDC.
- 8045.00 **COMMUNITY GARDEN** - This line item represents funds allocated for further development and the maintenance of the Town community garden.
- 8046.00 **COMMUNITY GATHERING SPACE** - This line item represents funds allocated for further development and the maintenance of the Town community gathering space.

9070 – RESTRICTED FUNDING – These line items represent funds allocated for cost directly associated with projects funded by grants and the Rainy Day Fund contribution:

- 7259.00 **M-NCPPC PROJECT OPEN SPACE GRANT – COMMUNITY GATHERING SPACE**
- 7261.00 **MD COMMUNITY PARKS AND PLAYGROUNDS GRANT – COMMUNITY GATHERING SPACE**
- 7266.00 **M-NCPPC PROJECT OPEN SPACE GRANT – COMMUNITY GARDEN**
- 8041.00 **MD STATE HIGHWAY ADMIN – SAFE ROUTES TO SCHOOL GRANT**
- 7379.00 **MD BOND BILL – SAFE ROUTE TO SCHOOL PROJECT**
- 8047.00 **MD DHCD CIRCUIT RIDER PROGRAM**
- 7380.00 **MD LOCAL IMPACT GRANT**
- 8999.00 **CONTRIBUTIONS TO RAINY DAY FUND**

9099 – FUND BALANCE

- 9999.00 **UNASSIGNED FUND BALANCE** - Undesignated prior surplus funds.

**Town of Forest Heights
Fiscal Year 2021
Budget Worksheet**

	Jul '17 - Jun 18	Jul '18 - Jun 19	YTD April 2020	Adjusted Budget FY 2020	Proposed FY 2021 Budget
Revenue					
4000 · Taxes					
6000 · Income Tax	233,540.45	248,376.48	177,040.72	210,300.00	180,700.00
6001 · Real Taxes - Noncommercial	1,003,749.81	1,010,385.45	953,821.70	936,668.00	796,800.00
6100 · Real Taxes - Commercial	50,660.79	51,217.66	43,803.85	63,128.00	43,300.00
6123 · Real Taxes - Rented Residential	0.00	0.00	112,461.07	99,894.00	93,300.00
6003 · Utility Taxes	56,503.40	59,217.60	56,822.40	60,000.00	56,000.00
6005 · Tangible Personal Property Tax	14,259.39	15,040.45	22,222.51	16,000.00	18,000.00
6007 · Interest/Penalty - Real Taxes	6,924.75	6,861.18	4,903.32	8,000.00	6,000.00
6009 · Town Services - Trash	165,728.64	164,149.00	123,111.75	164,149.00	187,935.00
Total 4000 · Taxes	1,531,367.23	1,555,247.82	1,494,187.32	1,558,139.00	1,382,035.00
4010 · Licenses and Permits					
6017 · Rental Permits	2,828.50	2,925.00	1,425.00	3,000.00	3,000.00
6027 · Building Permits	2,906.45	5,446.72	5,034.73	3,500.00	5,000.00
6076 · Business Licenses	3,103.05	3,528.97	1,600.00	2,400.00	2,000.00
6117 · Vacancy Permits	250.00	1,000.00	1,575.00	2,000.00	2,000.00
6113 · Utility Street Cut Permits	2,191.42	0.00	0.00	2,000.00	2,000.00
6115 · Utility Fees	0.00	0.00	0.00	800.00	800.00
Total 4010 · Licenses and Permits	11,279.42	12,900.69	9,634.73	13,700.00	14,800.00
4020 · Fed, State and Co Shared Rev					
6008 · GOCCP State Police Aid	51,488.00	45,198.00	37,059.00	49,412.00	59,359.00
6023 · Highway User Revenue	20,406.37	21,231.71	47,689.98	105,373.00	81,530.00
6121 · Highway Transportation Grant	55,189.00	62,767.95	0.00	0.00	0.00
6030 · Parks and Planning Grant	10,000.00	10,000.00	0.00	0.00	0.00
6031 · Building Renovation Bond	0.00	0.00	0.00	50,000.00	0.00
6041 · Chesapeake Bay Trust Fund	91,323.00	1,250.00	0.00	0.00	0.00
6080 · NFWF Rolph Drive	200,000.00	0.00	0.00	0.00	0.00
6103 · M-NCPPC Project Open Space	0.00	0.00	0.00	13,950.00	13,950.00

Town of Forest Heights
Fiscal Year 2021
 Budget Worksheet

	YTD		Proposed	
	Jul '17 - Jun '18	Jul '18 - Jun '19	Adjusted Budget FY 2020	FY 2021 Budget
6104 · M-NCPPC Parks and Playgrounds	0.00	0.00	22,000.00	22,000.00
6084 · PG County - Stormwater Maint.	208,409.00	0.00	0.00	0.00
6109 · MD SHA SRTS	0.00	0.00	211,000.00	211,000.00
6102 · MD Smart Energy Grant	0.00	13,845.00	0.00	0.00
6118 · PG County - Local Impact Grant	12,908.50	70,000.00	0.00	0.00
6122 · MD DHCD Circuit Rider Program	0.00	45,250.20	45,250.00	0.00
6124 · MD Local Impact Grant	0.00	0.00	120,000.00	120,000.00
6125 · MD Bond Bill - SRTS	0.00	0.00	125,000.00	125,000.00
6126 · MD Dept of Planning Census Gran	0.00	0.00	59,000.00	0.00
Total 4020 · Fed, State and Co Shared Rev	649,723.87	269,542.86	800,985.00	632,839.00
4030 · Special Trash Pick-up				
6022 · Rebates Waste Disposal	7,996.00	7,996.00	7,996.00	7,996.00
6024 · Metal Pick Up	316.46	947.43	600.00	600.00
Total 4030 · Special Trash Pick-up	8,312.46	8,943.43	8,596.00	8,596.00
4040 · Cable TV				
6073 · Comcast Franchise Fee	15,460.72	15,684.15	16,000.00	16,000.00
6074 · Verizon Franchise Fee	29,209.15	28,415.05	25,000.00	25,000.00
6075 · Verizon Peg Grant	18,577.02	18,072.00	16,500.00	16,500.00
Total 4040 · Cable TV	63,246.89	62,171.20	57,500.00	57,500.00
4050 · Fines & Forfeitures				
6015 · Park Fine/Vehicle Rel/Acc Reprt	27,232.50	52,730.00	44,200.00	30,000.00
6037 · Speed Camera Fund	939,337.77	844,824.90	1,240,000.00	800,000.00
6094 · Speed Camera - Collections	241,015.39	399,123.06	240,000.00	300,000.00
6077 · Civil Citations	11,905.75	12,822.05	10,000.00	9,000.00
Total 4050 · Fines & Forfeitures	1,219,481.41	1,309,500.01	1,534,200.00	1,139,000.00
4060 · Interest Income Revenue				

**Town of Forest Heights
Fiscal Year 2021
Budget Worksheet**

	Jul '17 - Jun '18	Jul '18 - Jun '19	YTD April 2020	Adjusted Budget FY 2020	Proposed FY 2021 Budget
6018 · Investment Interest Income	20,818.58	31,377.16	23,246.18	25,000.00	6,000.00
Total 4060 · Interest Income Revenue	20,818.58	31,377.16	23,246.18	25,000.00	6,000.00
4070 · Rental Income					
6019 · Municipal Building Rental	13,615.00	10,395.00	3,285.00	10,000.00	3,000.00
Total 4070 · Rental Income	13,615.00	10,395.00	3,285.00	10,000.00	3,000.00
4080 · Other Revenues					
6021 · Miscellaneous	296.09	1,536.51	921.37	1,500.00	500.00
6038.1 · Donations - Unrestricted	490.00	3,000.00	3,850.00	2,500.00	500.00
6038 · Donations - Restricted	0.00	0.00	960.00	0.00	0.00
6040 · Newsletter Advertising	150.00	165.00	0.00	400.00	150.00
6105 · Utility Line Svc Program Rebate	1,402.00	1,986.34	1,693.58	2,000.00	1,750.00
6070 · Solar Energy - Municipal Bidg	4,626.00	4,615.58	4,018.06	4,000.00	4,600.00
6112 · LGIT Grants	0.00	5,000.00	1,636.00	1,636.00	0.00
6114 · Bid Documents	0.00	75.00	0.00	600.00	150.00
6116 · Senior Programs	33.00	0.00	0.00	100.00	0.00
6120 · Senior Exercise Class	1,429.58	1,098.59	706.53	1,000.00	500.00
Total 4080 · Other Revenues	8,426.67	17,477.02	13,785.54	13,736.00	8,150.00
4090 · Sale of Land & Equipment					
6028 · Sales of fixed assets	0.00	0.00	19,562.50	20,450.00	2,000.00
6086 · Loss on Scrapped Assets	3,142.07	0.00	0.00	0.00	0.00
6090 · Contributed Assets and Equip.	0.00	0.00	843.00	0.00	0.00
Total 4090 · Sale of Land & Equipment	3,142.07	0.00	20,405.50	20,450.00	2,000.00
5010 · Other Financing					
6111 · Other Financing - Loan	0.00	0.00	146,386.75	1,000,000.00	853,613.25
Total 5010 · Other Financing	0.00	0.00	146,386.75	1,000,000.00	853,613.25

**Town of Forest Heights
Fiscal Year 2021
Budget Worksheet**

	Jul '17 - Jun 18	Jul '18 - Jun 19	YTD April 2020	Adjusted Budget FY 2020	Proposed FY 2021 Budget
5000 - Fund Balance (R)					
6999 - Transfer from Fund Balance	0.00	0.00	0.00	466,868.00	1,044,731.25
6085 - Unassigned Fund Balance	0.00	0.00	0.00	1,910,400.00	1,332,536.75
Total 5000 - Fund Balance (R)	0.00	0.00	0.00	2,377,268.00	2,377,268.00
Total Revenue	3,529,423.60	3,277,555.19	2,919,827.07	7,419,574.00	6,484,801.25
Gross Revenue	3,529,423.60	3,277,555.19	2,919,827.07	7,419,574.00	6,484,801.25
Expenditures					
9000 - Total Elected Official Expenses					
9001 - Town Council					
7000 - Salaries-Council	16,124.76	16,799.76	13,999.80	18,500.00	18,500.00
7001 - Service Expenses-Council	778.86	6,219.93	784.94	1,000.00	1,000.00
7370 - Communications Exp - Council	0.00	0.00	1,370.64	3,000.00	3,000.00
7002 - Dues/Meetings/MML Conv-Council	7,247.77	9,406.69	1,236.40	19,800.00	20,000.00
7228 - FICA-Council	1,233.63	1,285.20	963.90	1,290.00	1,290.00
7229 - Workers Comp-Council	162.06	161.33	168.01	290.00	175.00
Total 9001 - Town Council	25,547.08	33,872.91	18,523.69	43,880.00	43,965.00
9002 - Mayor					
7004 - Salary-Mayor	9,999.96	9,999.96	8,333.33	10,000.00	10,000.00
7006 - Service Expenses-Mayor	193.69	233.09	407.89	1,000.00	1,000.00
7371 - Communications Exp - Mayor	0.00	0.00	346.92	500.00	500.00
7007 - Dues/Meeting/MML Conv-Mayor	1,040.66	1,875.60	100.00	2,900.00	3,500.00
7005 - Employee Appreciation-Mayor	3,636.33	4,586.38	6,480.78	7,500.00	4,000.00
7197 - Event/Meeting Hospitality	2,654.55	620.05	413.01	500.00	1,000.00
7230 - FICA - Mayor	765.00	765.00	573.75	765.00	765.00

**Town of Forest Heights
Fiscal Year 2021
Budget Worksheet**

	Jul '17 - Jun 18	Jul '18 - Jun 19	YTD April 2020	Adjusted Budget FY 2020	Proposed FY 2021 Budget
7231 - Workers Comp - Mayor	54.55	53.78	78.34	115.00	115.00
7008 - Election Expense	2,742.43	2,709.37	2,899.69	3,000.00	4,000.00
Total 9002 - Mayor	21,087.17	20,843.23	19,633.71	26,280.00	24,880.00
Total 9000 - Total Elected Official Expenses	46,634.25	54,716.14	38,157.40	70,160.00	68,845.00
9005 - Total Administration Expenses					
9006 - Town Clerk					
7009 - Salary-Town Clerk	45,081.73	49,462.53	42,012.21	52,015.00	55,120.00
7011 - Training - Town Clerk	2,319.16	1,295.37	402.66	2,500.00	2,500.00
7012 - Service Expenses - Town Clerk	0.00	224.03	0.00	400.00	400.00
7014 - Dues/Meeting/MML Con-Town Clerk	2,405.45	2,272.80	2,449.06	3,000.00	3,000.00
7003 - Codification	995.00	2,860.31	995.00	5,000.00	3,000.00
Total 9006 - Town Clerk	50,801.34	56,115.04	45,858.93	62,915.00	64,020.00
9007 - Town Administrator					
7013 - Salary - Town Administrator	92,215.34	73,196.31	60,702.56	76,385.00	76,385.00
7225 - Town Administrator Service Exp	633.56	1,049.02	57.95	1,000.00	1,000.00
7226 - Town Admin Dues/Meetings/Conv	2,682.95	1,876.60	200.00	3,500.00	3,500.00
Total 9007 - Town Administrator	95,531.85	76,121.93	60,960.51	80,885.00	80,885.00
9008 - Finance					
7016 - Salary - Treasurer	64,000.04	65,919.88	54,840.45	67,900.00	67,900.00
7018 - Service Expenses - Treasurer	0.00	311.70	0.00	100.00	100.00
7019 - Insurance Fidelity - Treasurer	187.66	187.67	187.67	200.00	200.00
7020 - Training - Treasurer	0.00	0.00	125.00	2,000.00	2,000.00
7021 - Dues/Meeting/ MML Con-Treasurer	884.00	40.00	215.00	1,500.00	1,500.00
7022 - Data Auto Syst Upkeep-Treasurer	111.89	113.30	398.65	500.00	1,000.00
7023 - Audit - Finance	14,000.00	14,000.00	14,000.00	14,000.00	20,000.00
Total 9008 - Finance	79,183.59	80,572.55	69,766.77	86,200.00	92,700.00

**Town of Forest Heights
Fiscal Year 2021
Budget Worksheet**

	Jul '17 - Jun 18	Jul '18 - Jun 19	YTD April 2020	Adjusted Budget FY 2020	Proposed FY 2021 Budget
9009 - Administrative					
7015 - Salary - Administrative Asst	22,837.55	34,231.00	28,810.55	35,310.00	35,310.00
7239 - Overtime - Administrative Asst	4,893.28	2,113.11	370.80	1,000.00	500.00
7127 - FICA	18,077.82	16,559.73	14,117.14	17,800.00	19,500.00
7128 - Health Insurance	22,349.73	20,135.54	15,445.71	19,650.00	17,520.00
7129 - Retirement	11,725.59	13,432.92	10,737.90	13,960.00	14,200.00
7130 - Worker's Comp Insurance	3,022.65	797.41	1,362.20	1,500.00	1,500.00
7131 - Life/Disability Insurance	2,600.24	2,873.12	2,696.80	3,000.00	3,500.00
7032 - Unemployment Compensation	5,160.00	5,648.16	0.00	0.00	0.00
7132 - Vehicle Repair	604.99	700.00	94.06	1,500.00	1,500.00
7133 - Fuel	209.84	235.15	246.82	400.00	400.00
7224 - Training-Administrative Assist	57.95	129.00	289.08	500.00	500.00
Total 9009 - Administrative	91,539.64	96,855.14	74,151.06	94,620.00	94,430.00
Total 9005 - Total Administration Expenses	317,056.42	309,664.66	250,737.27	324,620.00	332,035.00
9010 - Total Non-Dept Expenses					
7025 - Legal Services	66,227.20	85,483.73	46,876.00	81,000.00	70,000.00
7227 - Newsletter Expense	2,160.58	2,559.14	1,610.34	2,500.00	2,500.00
7029 - General Liability Insurance	38,823.66	43,299.67	34,219.92	46,354.00	49,000.00
7233 - Salary - Webmaster	0.00	0.00	0.00	600.00	2,000.00
7036 - Legal Notices	341.04	912.21	685.10	2,800.00	2,000.00
7038 - Copier- Administration	7,686.17	11,184.38	12,039.41	14,500.00	14,500.00
7039 - Postage - Administration	526.98	689.46	895.00	1,000.00	1,000.00
7040 - Internet Acc Web Page Service	3,959.96	4,484.96	4,009.96	4,400.00	4,600.00
7041 - Office Supplies - Admin	6,070.35	6,230.85	6,649.51	7,000.00	7,500.00
7042 - Service Contracts	2,412.12	3,274.12	2,276.14	4,500.00	4,000.00
7044 - Utilities-Municipal Building	6,819.19	6,757.32	6,594.02	7,000.00	7,500.00
7045 - Telephone - Municipal Building	9,824.87	12,237.50	7,200.00	10,000.00	10,000.00

**Town of Forest Heights
Fiscal Year 2021
Budget Worksheet**

	Jul '17 - Jun 18	Jul '18 - Jun 19	YTD April 2020	Adjusted Budget FY 2020	Proposed FY 2021 Budget
7047 · ADP Payroll Service Expense	6,809.96	6,589.47	5,030.31	6,800.00	6,500.00
7048 · Association Dues	2,756.82	2,424.27	2,881.00	3,000.00	3,000.00
7050 · Bank Service Charges	1,377.95	1,551.48	1,192.37	1,700.00	1,700.00
7193 · Cellular Phones	2,940.11	1,562.74	1,541.04	1,700.00	1,700.00
7198 · Office Equipment	2,486.20	1,549.97	417.00	1,000.00	8,000.00
7353 · I-Net Dues	3,455.00	4,740.88	0.00	5,300.00	5,300.00
7264 · Special Contract Services	17,920.58	27,295.11	21,275.06	28,000.00	28,000.00
7265 · Marketing	1,262.70	2,427.85	7,321.60	9,000.00	9,000.00
7257 · Community Events	1,683.62	1,872.80	1,575.03	2,500.00	2,500.00
Total 9010 · Total Non-Depart Expenses	185,545.06	227,127.91	164,288.81	240,654.00	240,300.00
9015 · Total Public Safety					
7055 · Salary - Police Clerk	39,508.81	42,496.39	27,789.19	34,436.00	40,000.00
7200 · Salary - Chief	30,481.81	15,384.60	49,499.94	61,800.00	61,800.00
7057 · Salary - Police Officer 1	43,045.69	43,625.06	33,826.26	42,000.00	42,000.00
7058 · Salary - Police Officer _	0.00	8,660.73	0.00	0.00	0.00
7059 · Salary - Police Officer _	40,310.18	48,126.82	0.00	0.00	0.00
7060 · Salary - Police Officer 3	31,566.34	41,835.00	34,282.36	42,000.00	42,000.00
7061 · Salary - Police Officer 4	44,228.41	46,407.34	38,078.67	45,895.00	45,895.00
7062 · Salary - Police Officer 5	0.00	0.00	35,482.37	44,558.00	45,895.00
7262 · Salary - Police Officer 9	18,376.19	50,917.30	16,505.10	47,272.00	42,000.00
7054 · Salary - Police Officer 6	9,384.24	41,588.80	34,783.09	42,000.00	42,000.00
7269 · Salary - Police Officer 7	0.00	0.00	3,966.86	13,000.00	42,000.00
7270 · Salary - Police Officer	0.00	0.00	3,361.16	13,000.00	50,000.00
7065 · Overtime - Police	53,944.01	54,700.01	30,382.62	58,000.00	58,000.00
7056 · Salary- Code Enforcement Off	30,997.08	40,651.75	33,591.36	41,200.00	41,205.00
7220 · Salary - Code Enforcement-P/T	16,945.54	883.50	0.00	0.00	19,760.00
7165 · Overtime - Code Enforcement	0.00	0.00	783.97	3,000.00	2,500.00
7167 · Workers Compensation	64,901.19	57,119.50	57,434.60	66,140.00	66,140.00
7168 · Health Insurance	35,670.39	45,429.56	44,026.62	62,600.00	75,900.00

**Town of Forest Heights
Fiscal Year 2021
Budget Worksheet**

	Jul '17 - Jun '18	Jul '18 - Jun '19	YTD April 2020	Adjusted Budget FY 2020	Proposed FY 2021 Budget
7169 · Life/Disability Insurance	3,657.61	4,887.58	4,361.55	6,700.00	7,000.00
7170 · Retirement	15,403.92	24,824.31	19,152.45	33,100.00	29,500.00
7171 · FICA	28,855.38	33,815.29	21,473.46	42,150.00	42,000.00
7066 · Uniform Issue - Police	9,018.42	12,752.06	7,607.71	14,700.00	10,000.00
7375 · Debt Service Police Equipment	0.00	0.00	0.00	12,819.00	15,000.00
7068 · Gasoline Expense-Police	18,479.44	26,411.52	19,696.46	30,000.00	30,000.00
7069 · Vehicle/Equipment Repair	21,456.18	23,509.55	26,767.60	27,000.00	23,000.00
7070 · Office Supplies - Police	5,462.66	8,208.02	3,143.16	7,500.00	7,500.00
7372 · Supplies - CEO	0.00	0.00	4,219.65	5,000.00	8,000.00
7073 · Communication Equip - Service	3,592.01	5,396.08	3,589.37	8,000.00	7,500.00
7074 · Law Enforcement Equip - Capital	1,693.97	21,638.89	73,368.87	123,450.00	35,000.00
7373 · Law Enforcement Equip-Supplies	0.00	0.00	2,872.92	5,000.00	5,000.00
7075 · Training/Dues/Meetings/Conv-PD	5,747.57	10,891.24	2,424.70	16,636.00	10,000.00
7374 · Training/Dues/Meetings/Conv-CEO	0.00	0.00	874.42	2,000.00	2,000.00
7076 · Supplies & Miscellaneous Exp	4,785.81	13,860.96	7,811.30	10,000.00	9,000.00
7077 · Mobile Data Computers	6,345.46	6,351.02	3,956.68	9,500.00	12,000.00
7175 · Surveillance Cameras	4,408.98	7,736.45	2,206.53	9,000.00	5,000.00
7084 · Telephone - Police Department	3,600.00	1,600.00	2,700.00	3,600.00	3,600.00
7201 · Debt Service-New Police Vehicle	3,814.77	102,389.80	79,507.66	95,000.00	42,000.00
7176 · Police MOU/Attorney Fee	8,911.00	7,676.00	5,164.50	7,000.00	7,000.00
7203 · Communication Equipment	0.00	0.00	2,919.70	4,000.00	3,000.00
7204 · Weapons (Firearms & Ammunition)	2,315.72	5,475.32	1,850.87	5,100.00	9,600.00
7205 · Recruitment Expense	2,235.00	2,371.83	3,061.50	4,000.00	4,000.00
7206 · Substance and Physical Testing	2,072.50	1,176.50	1,472.50	2,000.00	2,250.00
7290 · Parking Collection Fee	0.00	0.00	0.00	4,200.00	1,000.00
7376 · Canine Expense	0.00	0.00	10,721.96	13,000.00	5,800.00
7207 · Neighborhood Watch	874.50	3,231.08	1,971.20	4,500.00	2,000.00
Total 9015 · Total Public Safety	612,090.78	862,029.86	756,700.89	1,121,856.00	1,054,845.00

9020 · Total Public Works Expenses

**Town of Forest Heights
Fiscal Year 2021
Budget Worksheet**

	Jul '17 - Jun 18	Jul '18 - Jun 19	YTD April 2020	Adjusted Budget FY 2020	Proposed FY 2021 Budget
9021 · Public Works - Administration					
7085 · Salary - Crewman 2	30,170.90	30,803.62	27,497.38	32,035.00	32,035.00
7086 · Salary - Custodian	11,364.00	9,781.89	8,238.67	18,760.00	13,520.00
7088 · Salary - Crewman 3	32,419.01	33,891.76	27,317.93	34,215.00	34,215.00
7235 · Salary - PW Director	54,147.66	55,787.92	46,434.56	59,080.00	59,080.00
7087 · Salary - Part-time Crewman	0.00	0.00	6,606.25	14,040.00	14,040.00
7107 · Salary - Part-time Seasonal	0.00	0.00	0.00	3,110.00	0.00
7090 · Overtime - Public Works	3,146.44	3,363.40	1,894.58	3,000.00	2,000.00
7098 · Uniform Replacement	50.72	336.29	1,228.18	1,300.00	2,500.00
7101 · Telephone - Public Works	1,302.32	1,246.39	912.76	1,200.00	1,200.00
7102 · Health Insurance	21,712.36	17,686.94	13,320.50	17,000.00	16,044.00
7103 · FICA	10,094.40	10,233.47	8,104.15	11,720.00	12,700.00
7282 · Unemployment Compensation	-313.00	0.00	0.00	4,000.00	4,000.00
7104 · Retirement	6,043.18	7,419.74	6,153.60	8,880.00	8,800.00
7105 · Workers Compensation	12,211.55	10,923.98	16,211.68	17,000.00	17,000.00
7106 · Life/Disability Insurance	1,709.28	1,989.85	1,413.60	1,700.00	2,000.00
7260 · Substance Testing	0.00	0.00	195.00	500.00	500.00
7160 · Office Supplies and Equipment	0.00	873.87	186.27	2,000.00	2,000.00
7242 · Training/Dues/Meetings/Conv	1,964.18	75.00	111.23	3,500.00	4,000.00
Total 9021 · Public Works - Administration	186,023.00	184,414.12	165,746.34	223,040.00	225,634.00
9022 · Public Works - Bldg Maintenance					
7093 · Supplies/Miscellaneous	678.52	1,504.80	1,064.37	2,000.00	2,000.00
7096 · Janitorial Supplies	2,419.11	2,916.54	3,056.45	4,000.00	4,500.00
7097 · Sm Equipment/PW Bldg Maint-Repl	3,405.71	7,694.11	3,197.24	7,000.00	7,000.00
7095 · Exterminating	2,415.44	2,340.49	845.37	3,000.00	3,200.00
Total 9022 · Public Works - Bldg Maintenance	8,918.78	14,455.94	8,163.43	16,000.00	16,700.00
9023 · Public Works - Fleet Maint					
7092 · Vehicle Maintenance	3,642.94	4,610.34	5,128.42	7,000.00	7,000.00

**Town of Forest Heights
Fiscal Year 2021
Budget Worksheet**

	YTD		Adjusted Budget FY 2020	Proposed FY 2021 Budget
	Jul '17 - Jun '18	Jul '18 - Jun '19		
7094 · Gasoline Expense	4,421.92	4,840.13	3,858.24	4,500.00
7320 · Large Equipment - Capital Exp	2,065.14	0.00	0.00	40,000.00
Total 9023 · Public Works - Fleet Maint	10,130.00	9,450.47	8,986.66	51,500.00
9024 · Public Works - Park Maint				
7089 · Equipment/Supplies - Park Maint	4,060.04	5,852.46	10,336.77	12,000.00
7263 · Public Area Maintenance	25,647.58	31,984.97	19,161.06	30,000.00
Total 9024 · Public Works - Park Maint	29,707.62	37,837.43	29,497.83	42,000.00
9025 · Public Works - Street Maint				
7099 · Street Signs & Paint	1,163.08	2,766.97	7,262.84	8,000.00
7377 · Large Equipment - Capital Exp	0.00	0.00	0.00	2,000.00
7243 · Street Maintenance	6,312.95	4,251.80	13,675.75	40,000.00
8008 · Snow Removal/Tree Removal	15,622.75	20,139.74	6,153.00	30,000.00
Total 9025 · Public Works - Street Maint	23,098.78	27,158.51	27,091.59	80,000.00
Total 9020 · Total Public Works Expenses	257,878.18	273,316.47	239,485.85	422,540.00
				374,834.00
9055 · Total Speed Camera Expenses				
7300 · Administrative Fee	333,025.88	322,672.58	222,459.99	460,000.00
7301 · Salary - Ombudsman	11,425.00	11,500.00	11,456.75	15,000.00
7378 · Salary-Auto Enforcement Officer	0.00	0.00	37,100.98	175,675.00
7302 · Overtime	0.00	0.00	0.00	20,000.00
7305 · FICA	0.00	0.00	3,714.67	12,400.00
7398 · Worker's Compensation	0.00	0.00	5,060.00	25,315.00
7399 · Retirement	0.00	0.00	2,226.06	11,745.00
7304 · Benefits	0.00	0.00	458.37	28,800.00
7216 · Attorney Fees	10,450.00	6,954.00	608.00	15,000.00

**Town of Forest Heights
Fiscal Year 2021
Budget Worksheet**

	Jul '17 - Jun 18	Jul '18 - Jun 19	YTD April 2020	Adjusted Budget FY 2020	Proposed FY 2021 Budget
7210 · Computers/Comm Equip	0.00	0.00	0.00	2,000.00	7,000.00
7244 · Audit	0.00	0.00	0.00	10,000.00	0.00
7214 · Other	0.00	3,000.00	3,000.00	5,000.00	5,000.00
Total 9055 · Total Speed Camera Expenses	354,900.88	344,126.58	286,084.82	780,935.00	780,835.00
9060 · Total State Revenue					
7311 · State Revenue	143,209.00	204,144.00	0.00	175,000.00	175,000.00
Total 9060 · Total State Revenue	143,209.00	204,144.00	0.00	175,000.00	175,000.00
9065 · Total Allowed Expenditures					
7310 · Travel and Meeting	0.00	0.00	0.00	500.00	500.00
7309 · Programs for Safety	0.00	0.00	0.00	1,000.00	1,000.00
7308 · Office Supplies/Equipment	0.00	0.00	0.00	500.00	500.00
7212 · Surveillance Cameras	0.00	0.00	0.00	12,000.00	12,000.00
7208 · IT/Software	0.00	0.00	0.00	1,200.00	1,200.00
Total 9065 · Total Allowed Expenditures	0.00	0.00	0.00	15,200.00	15,200.00
9075 · Total Street Hwy Admin Expenses					
8000 · Street Repair Project	0.00	0.00	133,373.00	802,154.00	595,182.00
Total 9075 · Total Street Hwy Admin Expenses	0.00	0.00	133,373.00	802,154.00	595,182.00
9030 · Total Trash Services					
8001 · Goode Trash	164,148.60	164,148.55	136,790.50	164,149.00	187,935.00
8002 · Refuse Disposal Fees	0.00	67.16	521.77	1,600.00	1,600.00
8102 · Municipal Public Dumpster	1,375.00	4,620.00	4,620.00	5,160.00	5,775.00
Total 9030 · Total Trash Services	165,523.60	168,835.71	141,932.27	170,909.00	195,310.00
9040 · Total Capital Improvement					
8012 · Sust Design Serv - Consult Eng	0.00	19,842.91	5,869.10	20,000.00	15,000.00
8018 · North Huron St Reconstruction	0.00	71,638.72	31,599.29	226,401.00	300,000.00

**Town of Forest Heights
Fiscal Year 2021
Budget Worksheet**

	Jul '17 - Jun '18	Jul '18 - Jun '19	YTD April 2020	Adjusted Budget FY 2020	Proposed FY 2021 Budget
8016 · Storm Drain Repair/Reconstruct	0.00	13,290.00	0.00	15,000.00	15,000.00
8034 · Rolph Drive Project	0.00	2,065.08	0.00	0.00	0.00
8042 · Debt Service - Street Improve	12,337.90	92,232.07	99,010.26	143,240.00	117,500.00
Total 9040 · Total Capital Improvement	12,337.90	199,068.78	136,478.65	404,641.00	447,500.00
9045 · Total Municipal Bldg Expense					
7194 · Network System-IT System/Phones	10,499.04	10,495.00	11,289.36	15,000.00	23,650.00
7046 · Community Room-Upgrade/Maint	1,281.80	2,706.31	2,242.27	5,480.00	0.00
7256 · Community Rm Rental Services	3,221.60	2,100.00	825.00	3,000.00	450.00
7196 · Furniture	913.00	1,908.00	1,623.00	2,500.00	2,000.00
7223 · General Building Repair & Maint	0.00	77,070.28	49,427.96	87,000.00	1,500.00
8038 · Modoc Building	139,442.00	70,840.66	4,531.61	300,000.00	400,000.00
Total 9045 · Total Municipal Bldg Expense	155,357.44	165,120.25	69,939.20	412,980.00	427,600.00
9035 · Total Street Lighting Expense					
8006 · Street Lighting	39,075.02	35,665.92	29,685.22	42,000.00	42,000.00
Total 9035 · Total Street Lighting Expense	39,075.02	35,665.92	29,685.22	42,000.00	42,000.00
9050 · Total Special Programs Expense					
8010 · Forest Heights Day	8,910.54	10,730.91	12,676.35	12,750.00	0.00
8028 · Plus 60 Senior Program	1,955.12	1,924.07	2,645.93	3,000.00	1,000.00
8044 · Senior Exercise Program	3,976.35	4,429.70	3,057.19	5,280.00	2,500.00
8030 · Youth Programs	2,471.11	3,882.22	4,644.84	6,000.00	1,000.00
8032 · Economic Development Business	0.00	0.00	0.00	500.00	500.00
7350 · Healthy Heights Program	1,989.11	1,348.11	9,540.94	11,295.00	21,000.00
8033 · Forest Heights - Oxon Hill CDC	0.00	0.00	0.00	1,500.00	750.00
8046 · Community Garden	4.76	4,322.98	0.00	1,000.00	500.00
8046 · Community Gathering Space	0.00	2,174.28	417.42	5,000.00	5,000.00
Total 9050 · Total Special Programs Expense	19,306.99	28,812.27	32,982.67	46,325.00	32,250.00

**Town of Forest Heights
Fiscal Year 2021
Budget Worksheet**

	Jul '17 - Jun '18	Jul '18 - Jun '19	YTD April 2020	Adjusted Budget FY 2020	Proposed FY 2021 Budget
9070 - Restricted Funding					
8023 - Chesapeake Bay Trust	0.00	1,240.58	0.00	0.00	0.00
7258 - MD Smart Energy Grant	0.00	13,845.00	0.00	0.00	0.00
7259 - M-NCPPC POS - Gathering Space	2,799.98	4,614.46	4,096.00	11,600.00	7,504.00
7261 - MD Parks&Playgrounds-Gathering	0.00	0.00	325.50	22,000.00	21,674.50
7266 - M-NCPPC POS - Comm Garden	100.00	3,056.37	0.00	2,350.00	2,350.00
8041 - MD SHA Safe Routes to School	0.00	0.00	0.00	211,000.00	211,000.00
7379 - MD Bond Bill - SRTS	0.00	0.00	0.00	125,000.00	125,000.00
8047 - DHCD Circuit Rider Program	0.00	45,250.20	36,547.98	45,250.00	0.00
8048 - MD Dept of Planning Census Gran	0.00	0.00	24,485.86	59,000.00	0.00
8999 - Contribution to Rainy Day Fund	0.00	0.00	0.00	3,000.00	3,000.00
Total 9070 - Restricted Funding	2,899.98	68,006.61	65,465.34	479,200.00	370,528.50
9090 - Fund Balance (E)					
9999 - Unassigned Fund Balance	0.00	0.00	0.00	1,910,400.00	1,332,536.75
Total 9090 - Fund Balance (E)	0.00	0.00	0.00	1,910,400.00	1,332,536.75
Total Expense	2,311,815.50	2,940,635.16	2,345,311.39	7,419,574.00	6,484,801.25
Net Ordinary Income	1,217,608.10	336,920.03	574,515.68	0.00	0.00
Net Income	1,217,608.10	336,920.03	574,515.68		

**TOWN OF FOREST HEIGHTS
EMERGENCY ORDINANCE 02-2020**

**AN EMERGENCY ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN
OF FOREST HEIGHTS, MARYLAND TO APPROVE AND ADOPT
THE FISCAL YEAR 2021 BUDGET**

Introduced By: Mayor Muhammad

ENACTED: June 11, 2020

WHEREAS, Section § 5-205(b) of the LG Article of Md. Ann. Code, authorizes a municipality to spend money for any public purpose and to affect the safety, health, and general welfare of the municipality and its occupants except that a municipality: (i) may not spend money if the money was not appropriated at the time of the annual levy, (ii) may spend money only for the purpose for which the money was appropriated, and (iii) may spend money for a purpose different from the purpose for which the money was appropriated or spend money not appropriated at the time of the annual levy if approved by a two-thirds vote of all the individuals elected to the legislative body; and

WHEREAS, Section 33-45 of the Town Charter was amended on October 21, 2015 by Charter Amendment Resolution No. 01-15 changing the form of approval of the budget by resolution to ordinance; and

WHEREAS, pursuant to Section 20.5 of the Town Code, the Town Treasurer is directed to prepare under the supervision of the Mayor and to submit through the Mayor quarterly financial reports to the Town Council in writing, due within 15 days of the first day of January, April, July, and October, whereby the reports shall provide estimates of the revenues and expenses in the categories provided in the budget resolution [ordinance] effective for the three months preceding the issuance of the quarterly report and for the year-to-date, showing the variances of those items to the budgeted amounts, and furthermore, the quarterly report is to include a statement of the estimated assets and liabilities of the Town as of the last day of the quarter being reported; and

WHEREAS, Section 33-12 of the Town Charter authorizes in cases, as determined by Council, that the procedural requirement stated in said Section for passing ordinances in the regular course of business may be suspended by the affirmative votes of five members of the Council and that an emergency ordinance shall become effective on the date specified in the ordinance, and a summary of each ordinance shall be published at least twice in the "Forest Heights News," the town newsletter or in a newspaper or newspapers having general circulation in the municipality; and

WHEREAS, the Mayor and Council finds that due to the fast-approaching new fiscal year and the fact that the executive budget was recently submitted to the Council, and that there

is limited time and/or it is otherwise impractical to schedule additional special sessions in June to allow for a budget ordinance to be passed in the regular course of business at two separate meetings; therefore, the Council finds that it is efficient, more cost effective and in the best interests

**TOWN OF FOREST HEIGHTS
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**TOWN OF FOREST HEIGHTS
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of the Town to waive the procedural requirements and pass the budget ordinance on first reader as an emergency measure.

SECTION 1.

NOW THEREFORE BE IT ORDAINED AND ENACTED BY THE MAYOR AND COUNCIL OF THE TOWN OF FOREST HEIGHTS, that the Fiscal Year 2021 Budget for the Town of Forest Heights is hereby approved by the Mayor and Town Council of the Town of Forest Heights, Maryland such that the sums and amounts appropriated are hereby adopted for the Fiscal Year beginning July 1, 2020 and ending June 30, 2021, to defray expenses and operations costs for the Town of Forest Heights as follows:

REVENUES

GENERAL FUND REVENUES

Town Real Estate Taxes - Noncommercial	\$796,800.00
Town Real Estate Taxes - Commercial	\$43,300.00
Town Real Estate Taxes – Rented Residential	\$93,300.00
Income Taxes	\$180,700.00
Other Taxes	\$80,000.00
Trash Fee	\$187,935.00
INTERGOVERNMENT	\$632,839.00
LICENSES & PERMITS	\$14,800.00
TOWN SERVICES	\$8,596.00
SPEED CAMERA	\$1,100,000.00
OTHER REVENUES	\$115,650.00
OTHER FINANCING	\$853,613.25
FUND BALANCE	\$2,377,268.00
TOTAL BUDGETED REVENUES	\$6,484,801.25

EXPENDITURES

GENERAL GOVERNMENT	\$68,845.00
ADMINISTRATION	\$332,035.00
NON-DEPARTMENTAL	\$240,300.00
PUBLIC SAFETY	\$1,054,845.00
PUBLIC WORKS	\$374,834.00
SPEED CAMERA	
Direct Speed Camera Cost	\$780,835.00

**TOWN OF FOREST HEIGHTS
EMERGENCY ORDINANCE 02-2020**

State Revenue	\$175,000.00
Allowable Expenses	\$15,200.00
STREET IMPROVEMENTS	\$595,182.00
TRASH SERVICES EXPENSE	\$195,310.00
CAPITAL IMPROVEMENTS	\$447,500.00
MUNICIPAL BUILDING EXPENSE	\$427,600.00
STREET LIGHTING EXPENSE	\$42,000.00
TOTAL SPECIAL PROGRAM EXPENSE	\$32,250.00
GRANTS – RESTRICTED FUNDING	\$370,528.50
FUND BALANCE	\$1,332,536.75

TOTAL BUDGETED EXPENDITURES **\$6,484,801.25**

SECTION 2.

AND BE IT FURTHER ORDAINED AND ENACTED, that if any section or part of a section of this Ordinance shall be held invalid by a court of competent jurisdiction, such holding shall not affect the remainder of this Ordinance nor the context in which such section or part of section so held invalid shall appear, except to the extent that an entire section or part of section may be inseparably connected in meaning and effect with the section or part of section to which such holding shall directly apply.

SECTION 3.

AND BE IT FURTHER ORDAINED AND ENACTED, that this Emergency Ordinance shall take effect immediately upon its enactment, having been passed by the required ye and nay votes of the Mayor and Council of the Town of Forest Heights.

SECTION 4.

AND BE IT FURTHER ORDAINED AND ENACTED, that upon passage, the Town Clerk shall cause to be published a fair summary of this Emergency Ordinance at least twice in the town newsletter or a newspaper having general circulation within the Town of Forest Heights, and that this Ordinance shall not be codified or otherwise published in the Town Ordinance Code.

SECTION 5.

AND BE IT FURTHER ORDAINED AND ENACTED, that Resolution 30-20 establishing the Fiscal Year 2021 Tax Rates on May 20, 2020 and waste removal fees as approved on June 11, 2020 are hereby reapproved and ratified as stated below provided that any inconsistencies in any prior legislation shall be controlled by this Emergency Ordinance:

**TOWN OF FOREST HEIGHTS
EMERGENCY ORDINANCE 02-2020**

Noncommercial Real Property	\$.5269	per \$100.00 of assessed valuation;
Commercial Real Property	\$.6086	per \$100.00 of assessed valuation;
Rented Residential Real Property	\$.5269	per \$100.00 of assessed valuation;
Business Personal Property	\$ 1.75	per \$100.00 of assessed valuation;
Public Utility Property	\$ 2.00	per \$100.00 of assessed valuation;
Waste Removal	\$ 16.75	per month per household/flat fee.

SECTION 6.

AND BE IT FURTHER ORDAINED AND ENACTED, that notwithstanding this emergency budget ordinance, the FY 2021 Budget may be presented and discussed in further detail by enumerating additional sub-categories or detailed items pertaining to either revenues or expenditures as deemed necessary and expedient by the Town Council (the "Detailed Budget"). Although not considered incorporated by reference or formally part of this FY 2021 Emergency Budget Ordinance, the Detailed Budget, unless subsequently modified, shall reflect the various items discussed therein and shall remain substantially uniform throughout the fiscal year having essentially the same format and items as presented to the Council at the Town meeting wherein the FY 2021 Budget was approved.

SECTION 7.

AND BE IT FURTHER ORDAINED AND ENACTED, that all budget amendments transferring monies between major revenue funds, line items, classifications and/or major appropriations as reflected in this FY 2021 Emergency Budget Ordinance shall be submitted to the Council for approval, from time to time, by ordinance. Minor budget changes or amendments, however, occurring within certain specified sub-categories or the various detailed items not reflected herein above but shown in the Detailed Budget shall be approved from time to time by the Mayor subject to review by the Town Council pursuant to the requirements of Section 20.5 (Preparation of the quarterly financial report).

HAVING BEEN INTRODUCED at a Public Meeting of The Mayor and Council of the Town of Forest Heights held on the 11th day of June 2020, at 6:30 o'clock p.m., in the Municipal Building in Forest Heights, Maryland;

AND HAVING BEEN READ as an emergency ordinance and passed by a yea and nay vote of the Mayor and Council of the Town of Forest Heights with the affirmative votes of at least five (5) of the members of the legislative body including the Mayor on this 11th day of June, 2020, at ____ o'clock p.m., in the Municipal Building in Forest Heights, Maryland as indicated below.

PASSED this 11th day of June 2020.

ROLL CALL VOTE

YE/NAY/ABSTAIN/ABSENT

MUHAMMAD

**TOWN OF FOREST HEIGHTS
ORDINANCE 02-2020**

**TOWN OF FOREST HEIGHTS
EMERGENCY ORDINANCE 02-2020**

BARNES	_____
HINES	_____
KENNEDY	_____
ATKINSON	_____
NOBLE	_____
WASHINGTON	_____

I HEREBY CERTIFY that the above Emergency Resolution ___ - 20 was passed by the required yeas and nays vote of the Mayor and Council of Forest Heights on the 11th day of June 2020.

ATTEST:

THE TOWN OF FOREST HEIGHTS

Sherletta Hawkins, Town Clerk

By: _____
Habeeb-Ullah Muhammad, Mayor

By: _____
Calvin Washington, Council President

CERTIFICATION

I HEREBY CERTIFY that upon the approval of the requisite five (5) affirmative votes and following its passage, a summary of this Emergency Ordinance No. ___-20 has been published at least twice in the town newsletter or a newspaper having general circulation in the Town of Forest Heights.

Date: June ___, 2020

Sherletta Hawkins, Town Clerk

**TOWN OF FOREST HEIGHTS
ORDINANCE 02-2020**